

JUSTICE AND PUBLIC SAFETY CABINET
Department of Corrections
(Amended After Comments)

501 KAR 6:030. Kentucky State Reformatory.

RELATES TO: KRS Chapters 196, 197, 439

STATUTORY AUTHORITY: KRS 196.035, 197.020, 439.470, 439.590, 439.640

NECESSITY, FUNCTION, AND CONFORMITY: KRS 196.035, 197.020, 439.470, 439.590, and 439.640 authorize the Justice Cabinet and Department of Corrections to promulgate administrative regulations necessary and suitable for the proper administration of the cabinet or any division therein. These policies and procedures are incorporated by reference in order to comply with the accreditation standards of the American Correctional Association. This administrative regulation establishes the policies and procedures for the Kentucky State Reformatory.

Section 1. Incorporation by Reference. (1) "Kentucky State Reformatory policies and procedures", May 15~~[March 14]~~, 2018~~[April 11, 2017]~~, are incorporated by reference. Kentucky State Reformatory policies and procedures include:

KSR 01-00-08 Communication Among the Warden, Management Staff, Department Heads and Inmates (Amended 3/14/18~~[4/11/16]~~)

KSR 02-00-01 Inmate Canteen (Amended 1/12/17)

KSR 02-00-03 Screening Disbursements from Inmate Accounts (Amended 1/12/17)

KSR 02-00-11 Inmate Accounts (Amended 3/14/18~~[4/12/17]~~) KSR 02-00-13 Inmate Canteen Committee (Amended 4/11/16)

KSR 06-00-03 Kentucky Open Records Law and Release of Institutional and Medical Records (Amended 1/12/17)

KSR 09-00-28 Restricted Areas (Amended 12/14/15)

KSR 09-00-30 Parole Board (Amended 1/12/17)

KSR 10-01-02 Restrictive Housing Unit General Operational Procedures (Amended 1/12/17)

KSR 10-01-03 Restrictive Housing Unit - Inmate Tracking System and Record System (Amended 1/12/17)

KSR 10-01-09 Hold Ticket Inmates (Amended 3/14/18~~[3/11/16]~~)

KSR 11-00-01 Meal Planning and Procedure (Amended 3/14/18~~[4/12/17]~~)

KSR 11-00-05 Food Service Department Clothing Issuance, Laundry and Sanitation (Amended 12/14/15)

KSR 11-00-06 Health Standards for Food Service Employees (Amended 1/12/17)

KSR 12-00-03 State and Personal Hygiene Items Issued to Inmates (Amended 3/14/18~~[12/14/15]~~)

KSR 12-00-07 Inmate Barbershop (Amended 4/11/16)

KSR 12-00-09 Treatment of Inmates with Body Lice (Amended 3/14/18~~[12/14/15]~~)

KSR 13-00-03 Medication for Inmates Leaving Institutional Grounds (Amended 12/14/15)

KSR 13-00-04 Medical and Dental Care (Amended 5/15/18~~[3/14/18]~~~~[4/12/17]~~)

KSR 13-00-05 Medical Records (Amended 4/11/16)

KSR 13-00-09 Institutional Pharmacy Procedures (Amended 1/12/17)

KSR 13-00-10 Requirements for Medical Personnel (Amended 12/14/15)

KSR 13-00-17 Special Care (Amended 12/14/15)

KSR 13-01-01 Death of an Inmate and Notification of Inmate Family About a Critical Medical Emergency (Added 12/14/15)

KSR 13-02-01 Mental Health Services (Amended 12/14/15)
KSR 13-02-03 Suicide Prevention and Intervention Program (Amended 3/14/18[4/11/16])
KSR 13-02-08 Inmate Observer Program (Amended 1/12/17)
KSR 14-00-02 Americans with Disabilities Act and Inmate Program Access (Amended 12/14/15)
KSR 15-00-06 Inmate Identification Cards (Amended 3/14/18 [12/14/15])
KSR 15-00-09 Tobacco Free Environment (Amended 12/14/15)
KSR 15-00-10 Program Services for Special Housing Placement (Amended 3/14/18[4/11/16])
KSR 15-01-01 Responsibilities of Staff Assigned to Units A, B & C (Amended 3/14/18[4/11/16])
KSR 15-01-02 Staff Operational Procedures for Units A, B, & C (Amended 3/14/18[1/12/17])
KSR 15-01-03 Inmate Rules for General Population Living Areas (Amended 3/14/18[4/11/17])
KSR 15-01-06 Honor Housing Criteria and Rules (Amended 1/12/17)
KSR 15-01-07 Nursing Care Facility Operational Procedures and Rules (Amended 1/12/17)
KSR 15-01-08 Outside Detail (Added 3/14/18[1/12/17])
KSR 16-00-02 Inmate Correspondence and Mailroom Operations (Amended 3/14/18[1/12/17])
KSR 16-00-03 Inmate Access to Telephones (Amended 3/14/18[12/14/15])
KSR 16-01-01 Inmate Visiting (Amended 3/14/18[1/12/17])
KSR 17-00-05 Inmate Reception and Orientation (Amended 3/14/18[1/12/17])
KSR 17-00-07 Inmate Personal Property (Amended 3/14/18[12/14/15])
KSR 18-00-04 Inmate Transfers, Admission, and Discharge Procedures (Amended 3/14/18[12/14/15])
KSR 18-00-06 Classification (Amended 12/14/15)
KSR 18-00-07 Kentucky State Reformatory Placement Committee (Amended 12/14/15)
KSR 18-01-00 Youthful Offenders (Amended 4/11/17)
KSR 18-02-01 Lesbian, Gay, Bisexual, Transgender, and Intersex (LGBTI) (Amended 1/12/17)
KSR 19-00-02 Inmate Work Programs (Amended 3/14/18[1/12/17])
KSR 19-00-03 Safety Inspections of Inmate Work Assignment Locations (Amended 3/14/18[12/14/15])
KSR 20-00-01 LaGrange Education Center Programming (Amended 5/15/18[3/14/18] [1/12/17])
KSR 20-00-06 English as a Second Language (Amended 12/14/15)
KSR 21-00-01 Legal Aide Office and Inmate Law Library Services and Supervision (Amended 3/14/18[1/12/17])
KSR 21-00-02 Library Services (Amended 3/14/18[4/11/16])
KSR 22-00-03 Inmate Organizations (Amended 3/14/18[1/12/17])
KSR 22-00-07 Inmate Magazine (Amended 1/12/17)
KSR 23-00-03 Religious Programming (Added 4/11/17)
KSR 24-00-01 Social Services Staff (Added 12/14/15)
KSR 24-00-02 Substance Abuse and Chemical Dependency Program (Amended 1/12/17)
KSR 24-00-03 Social Services Program (Amended 3/14/18[1/12/17])
KSR 25-00-01 Discharge of an Inmate to Hospital or Nursing Home (Amended 12/14/15)
KSR 26-00-01 Volunteer Services Program (Amended 1/12/17)

JAMES ERWIN, Commissioner

APPROVED BY AGENCY: May 15, 2018

FILED WITH LRC: May 15, 2018 at 11 a.m.

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REGULATORY IMPACT ANALYSIS AND TIERING STATEMENT

Contact Person: Amy Barker

(1) Provide a brief summary of:

(a) What this administrative regulation does: This regulation incorporates by reference the policies and procedures governing the operation of the Kentucky State Reformatory.

(b) The necessity of this administrative regulation: To conform to the requirements of KRS 196.035 and 197.020 and to meet American Correctional Association (ACA) standard requirements.

(c) How this administrative regulation conforms to the content of the authorizing statutes: The regulation governs the operation of the Kentucky State Reformatory.

(d) How this administrative regulation currently assists or will assist in the effective administration of the statutes: The regulation provides direction and information to Kentucky State Reformatory employees and the inmate population as to their duties, rights, privileges and responsibilities.

(2) If this is an amendment to an existing administrative regulation, provide a brief summary of:

(a) How the amendment will change this existing administrative regulation: The amendment brings the policies and procedures into compliance with ACA standards and updates current practices for the institution.

(b) The necessity of the amendment to this administrative regulation: To conform to the requirements of KRS 196.035 and 197.020.

(c) How the amendment conforms to the content of the authorizing statutes: It permits the commissioner or his authorized representative to implement or amend practices or procedures to ensure the safe and efficient operation of the Kentucky State Reformatory.

(d) How the amendment will assist in the effective administration of the statutes: The amendment provides staff, inmates, and visitors information concerning rules and procedures for the effective and orderly management of the institution.

(3) List the type and number of individuals, businesses, organizations, or state and local governments affected by this administrative regulation: 650 employees of the Kentucky State Reformatory and 1,612 inmates, and all visitors to Kentucky State Reformatory.

(4) Provide an analysis of how the entities identified in question (3) will be impacted by either the implementation of this administrative regulation, if new, or by the change, if it is an amendment, including:

(a) List the actions that each of the regulated entities identified in question (3) will have to take to comply with this administrative regulation or amendment: Staff and inmates of KSR will have to change their actions to comply with any operational changes made by this amendment.

(b) In complying with this administrative regulation or amendment, how much will it cost each of the entities identified in question (3): No additional cost is anticipated.

(c) As a result of compliance, what benefits will accrue to the entities identified in question (3): The operational changes will assist in the effective and orderly management of the institution.

(5) Provide an estimate of how much it will cost the administrative body to implement this administrative regulation:

- (a) Initially: No additional cost is anticipated.
- (b) On a continuing basis: No additional cost is anticipated.
- (6) What is the source of the funding to be used for the implementation and enforcement of this administrative regulation: Kentucky State Reformatory budgeted funds.
- (7) Provide an assessment of whether an increase in fees or funding will be necessary to implement this administrative regulation, if new, or by the change if it is an amendment: No increase in fees or funding is anticipated.
- (8) State whether or not this administrative regulation established any fees or directly or indirectly increased any fees: The amendment does not increase or decrease any fee.
- (9) TIERING: Is tiering applied? No, tiering was not appropriate in this administrative regulation because the administrative regulations applies equally to all those individuals or entities regulated by it.

FISCAL NOTE ON STATE OR LOCAL GOVERNMENT

- (1) What units, parts, or divisions of state or local government (including cities, counties, fire departments, or school districts) will be impacted by this administrative regulation? The amendment to this regulation impacts the operation of the Kentucky State Reformatory.
 - (2) Identify each state or federal statute or federal regulation that requires or authorizes the action taken by the administrative regulation. KRS 61.870 – 61.884, 196.035, 197.020, 197.025, 422.317, 439.510
 - (3) Estimate the effect of this administrative regulation on the expenditures and revenues of a state or local government agency (including cities, counties, fire departments, or school districts) for the first full year the administrative regulation is to be in effect.
 - (a) How much revenue will this administrative regulation generate for the state or local government (including cities, counties, fire departments, or school districts) for the first year? The amendment to this regulation does not create any revenue for the Kentucky State Reformatory.
 - (b) How much revenue will this administrative regulation generate for the state or local government (including cities, counties, fire departments, or school districts) for subsequent years? The amendment to this regulation does not create any revenue for the Kentucky State Reformatory.
 - (c) How much will it cost to administer this program for the first year? No additional cost is anticipated.
 - (d) How much will it cost to administer this program for subsequent years? No additional cost is anticipated.
- Note: If specific dollar estimates cannot be determined, provide a brief narrative to explain the fiscal impact of the administrative regulation.
- Revenues (+/-):
Expenditures (+/-):
Other Explanation: